

Glasgow Kelvin College

Board of Management

Agenda

Agenda for the meeting scheduled to be held on Monday 12 June 2023 at 5pm in room F05/F07, Easterhouse Campus

- 1. Sederunt**
- 2. Apologies**
- 3. Declarations of Interest**
 - a) Interest¹**
 - b) Connection²**
- 4. Board Development: Code of Conduct Refresher and Bullying and Harassment Gail Toms, Lead for Learning, Teaching and Equalities at CDN**
- 5. Annual Partnership and Stakeholder Engagement Report (For Noting)**
Director of Business Development
(copy attached)
- 6. Minute of the Previous Meeting held on 13 March 2023 (For Approval)**
(copy attached)
- 7. a) Matters Arising from the Previous Meeting held on 13 March 2023**
 - b) Matters Arising / Action List (For Noting)**
 - i) Board of Management Action Log as at June 2023**
(copy attached)
 - ii) Board of Management and Standing Committee Action Log**
[Board of Management Action List - 2022 - 2023.xlsm](#)
- 8. Standing Items**
 - a) Chair's Report**
Report by Chair
(verbal)
 - b) Principal's Update Report**
Report by Principal
(copy attached)
 - c) Student Association Priorities Update and Student Association Constitution**

¹ An interest is a connection that requires to be declared where the objective test is met. A declaration of interest should be noted as early as possible, and the Board member asked to leave the meeting when the agenda item is being discharged.

² A connection is any link between the matter being considered and the Board member, or a person or body that the Board member is associated with. This could be a family relationship or a social or professional contact – this is not minuted.

Report by Student Association Presidents
(copy attached)

9. **Draft Standing Committee Minutes** *(For Information)*
NOT IN THE PUBLIC DOMAIN
 - a) **Draft Learning and Teaching Committee Meeting – 10 May 2023**
 - b) **Draft Audit and Risk Committee –16 May 2023**
 - c) **Draft Finance and Resources Committee – 30 May 2023**
(copies attached)
 - d) **Draft Remuneration Committee – 1 June 2023**
(copy to follow)
- Items for Approval and Endorsement**
10. **Draft Three Year Budgets 2023-2026 – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(copy attached)
11. **Public Sector Equality Duty Report 2023**
Report by Director of People and Culture
(copy attached)
12. **Annual Health and Safety Policy Review**
Report by Health and Safety Manager
(copy attached)
13. **Board and Committee Membership and Calendar of Meetings 2023/24**
Report by Secretary to the Board of Management
(copy attached)
14. **Risk Management Update and College Risk Register**
Report by Vice Principal Operations and Director of Estates and Corporate Services
(copy attached)
15. **Policies and Procedures**
 - a) **Disciplinary Policy and Procedure**
 - b) **Grievance Policy and Procedure****Report by Director of People and Culture**
(copy attached)
- Items for Noting**
16. **a) College Operating Plan – NOT IN THE PUBLIC DOMAIN**
Report by Principal
(copy attached)
- b) Update on West Campus Closure – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Curriculum and Quality and the Vice Principal Operations
(copy attached)

17. **Quarter 3 Forecast and Management Accounts to 30 April 2023 – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations and Head of Finance
(copy attached)
18. **Voluntary Severance Scheme – NOT IN THE PUBLIC DOMAIN**
Report by Vice Principal Operations, Vice Principal Curriculum & Quality Enhancement and Director of People and Culture
(copy attached)
19. **Governance Action Plan – Update**
Report by Secretary to the Board of Management and Director of Estates and Corporate Services
(copy attached)
20. **Digital Transformation Strategy – Year 3 Update**
Report by Director of Digital Services
(copy attached)
21.  [Regional Briefing for Board Members May 2023.docx](#)
(link attached)
- Items of Correspondence – For Information**
22. a) [Item 22a - GKC Certificate of Assurance to GCRB.pdf](#)
- Items for Information**
23. **Community Empowerment (Scotland) Act 2015 - Annual Report for Year Ended 31 March 2023**
Report by Director of Estates and Corporate Services
(copy attached)
24. **OSCR – Charity Annual Return**
Report by Director of Estates and Corporate Services
(copy attached)
25. **Code of Good Governance - Annual Review**
Report by Secretary to the Board of Management and Director of Estates and Corporate Services
(copy attached)
26. **Financial Memorandum - Compliance**
Report by Vice Principal Operations
(copy attached)
27. **Alternative Sources of Information for Members (For Reference Purposes)**
Report by Principal
(copy attached)
28. **Education Children and Young People Committee - College Regionalisation Inquiry Report – March 2023: Colleges Scotland Briefing**
(copy attached)

29. **Policies Approved by Standing Committees – For Information**
a) [Item 29a - Fees and Fee Waiver Policy 2023-24.pdf](#)
b) [Item 29b - Letting Policy.pdf](#)
- Impact on Students, Risk, Equality, Data Protection and Environmental & Sustainability – Discussion**
30. **Impact on Students – key issues to be considered as a consequence of the consideration of the above agenda**
31. **Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
32. **Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
33. **Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda**
(copy attached)
34. **Environmental and Sustainability – Environmental and Sustainability issues to be considered as a consequence of the consideration of the above agenda**
35. **Closure**
36. **Date of Next Meeting**
TBC at item 15 on the agenda
37. **Dates for the Diary:**
Summer Award Ceremony – 16 June 2023, 1.30pm, City Chambers – refreshments from 12.45pm
38. **All Press Releases relating to the College are available to view on the Board Portal via the following link:**
[Press Releases 2022-23](#)